

**Send this completed form with payment to**  
 (all checks payable to **King County Finance**):  
 King County GIS Center Training Program  
 KCIT BFS (MS: CNK-IT-0600)  
 401 Fifth Ave  
 Seattle, WA 98104-3855  
 E-mail: [gistraining@kingcounty.gov](mailto:gistraining@kingcounty.gov)

**For questions** about class content, location,  
 or schedule, please send your inquiries to  
[gistraining@kingcounty.gov](mailto:gistraining@kingcounty.gov) and one of our  
 training staff will respond.  
 For the latest information about our training  
 program events visit  
[www.kingcounty.gov/gis/training](http://www.kingcounty.gov/gis/training).



**Step 1: Indicate the GIS class(es) and date(s) that you are registering for.**

Class Title (For full class titles and descriptions see <a href="http://www.kingcounty.gov/services/gis/Training/Catalog">www.kingcounty.gov/services/gis/Training/Catalog</a> )		GI Bill Approved?	Class Date(s) (from the <a href="#">Training Calendar</a> )	2017-18 Prices (per student)	
				General	King County Staff
ArcGIS Classes	<input type="checkbox"/> Fundamentals of ArcGIS	Yes		<input type="checkbox"/> \$1,050	<input type="checkbox"/> \$ 760
	<input type="checkbox"/> Intermediate GIS Concepts	Yes		<input type="checkbox"/> \$1,405	<input type="checkbox"/> \$ 975
	<input type="checkbox"/> Data Management in the Geodatabase	Yes		<input type="checkbox"/> \$1,050	<input type="checkbox"/> \$ 760
	<input type="checkbox"/> Fundamentals of ArcGIS and Intermediate GIS Concepts	Yes		<input type="checkbox"/> \$2,395	<input type="checkbox"/> \$1,695
	<input type="checkbox"/> Intermediate GIS Concepts and Data Management in the GDB	Yes		<input type="checkbox"/> \$2,395	<input type="checkbox"/> \$1,695
	<input type="checkbox"/> All three classes: Fundamentals, Intermediate, and Data Management in the Geodatabase	Yes		<input type="checkbox"/> \$3,155	<input type="checkbox"/> \$2,295
	<input type="checkbox"/> ArcGIS Pro Quick-Start for the GIS Professional			<input type="checkbox"/> \$1,050	<input type="checkbox"/> \$ 760
	<input type="checkbox"/> Spatial Analyst - Working with Rasters			<input type="checkbox"/> \$1,050	<input type="checkbox"/> \$ 760
	<input type="checkbox"/> Web Map & App Development: Mapping Data with ArcGIS Online	Yes		<input type="checkbox"/> \$ 595	<input type="checkbox"/> \$ 495
	<input type="checkbox"/> Build Custom Map Applications with Web AppBuilder			<input type="checkbox"/> \$ 595	<input type="checkbox"/> \$ 495
	<input type="checkbox"/> Mapping Data with ArcGIS Maps for Office			<input type="checkbox"/> \$ 595	<input type="checkbox"/> \$ 495
GIS Academy™	<input type="checkbox"/> Topics in Advanced GIS Editing	Yes		<input type="checkbox"/> \$ 695	<input type="checkbox"/> \$ 595
	<input type="checkbox"/> Efficient Geoprocessing Using ModelBuilder	Yes		<input type="checkbox"/> \$ 695	<input type="checkbox"/> \$ 595
	<input type="checkbox"/> Effective Analysis: A Tour of GIS Tools	Yes		<input type="checkbox"/> \$ 350	<input type="checkbox"/> \$ 295
	<input type="checkbox"/> Document Your Data: Mastering Metadata	Yes		<input type="checkbox"/> \$ 350	<input type="checkbox"/> \$ 295
	<input type="checkbox"/> Entire three-day GIS Academy (see <a href="#">Catalog</a> for details)	Yes		<input type="checkbox"/> \$1,795	<input type="checkbox"/> \$1,495
	<input type="checkbox"/> Full week: entire GIS Academy plus Data Management in the Geodatabase (see <a href="#">Catalog</a> for details)	Yes		<input type="checkbox"/> \$2,395	<input type="checkbox"/> \$1,695
	<input type="checkbox"/> URISA Full Day Workshop	Yes		<input type="checkbox"/> \$ 350	<input type="checkbox"/> \$ 295
	<input type="checkbox"/> URISA Half-Day Workshop	Yes		<input type="checkbox"/> \$ 225	<input type="checkbox"/> \$ 195
<b>Step 2: Indicate the total cost for the class(es) you are registering for here →</b>					

**Step 3: Indicate the GIS student's name and contact information (e-mail address required for notification).**

Student Name(s)	E-mail Address	Phone	Fax

**Step 4: Provide payment information.**

- ☐ **King County employee** agency POETA cost codes: \_\_\_\_\_
- ☐ **King County employee** using GIS Training Credits? Amount: \_\_\_\_\_ GIS Training Credit use authorized by: \_\_\_\_\_
- ☐ **All other students:** a check for the total cost, payable to **King County Finance**, must be included with this registration form.

**Billing/payment contact information**

Contact Name:	
Organization/Agency:	
Address:	City, State, Zip:
Phone:	E-mail Address:

**King County employees, provide signed APPROVAL here to authorize immediate charge to the POETA cost code indicated above:**

Supervisor's name printed: \_\_\_\_\_ Supervisor's phone/e-mail: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Charge information and supervisor approval must be completed to guarantee registration acceptance.**

**Veterans GI Bill Benefits:** Selected programs of study at the King County GIS Center are approved by the Workforce Training and Education Coordinating Board's State Approving Agency for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

- ☐ Check here if you will apply for Veterans GI Bill education benefits and submit your USVA Enrollment Certification form along with your payment.

**Important Notes**

- **Students** verify that they **have read** the course description and understand the content and software version of the class they attend.
- **Payment** must be received 2 weeks before the scheduled class start date.
- **Registered students who cancel** with less than one week notice, or who fail to attend even though registered, will be billed for the entire class cost.
- The **student is responsible** to attend the course, or to arrange for a replacement and notify the KCGIS Training Coordinator.
- **Registration and enrollment is subject to the Standard Training Terms and Conditions on page 2 of this form.**

# KING COUNTY GIS CENTER

## KCGIS CENTER PROVIDED TRAINING SERVICES

### STANDARD TRAINING TERMS AND CONDITIONS

**TRAINING SERVICES TO BE PROVIDED:** The contents of each King County GIS Center training class are outlined in the class descriptions (see: <http://www.kingcounty.gov/services/GIS/Training/Catalog.aspx>). However, KCGIS Center reserves the right to adjust the syllabus of any class at its sole discretion and without notice.

**WARRANTY:** King County GIS Center has resources and staff with the necessary knowledge, skills, and abilities to provide the training services offered. Notwithstanding, all training services are provided "as-is," without a guarantee or warranty of any kind, either expressed or implied. KCGIS Center is not responsible for the performance of any student after attending a class.

**LIMITATION OF LIABILITY:** King County GIS Center shall not be liable for any indirect, special, or consequential damages which may arise from its performance under this agreement.

**CLIENT RESPONSIBILITY:** The customer is responsible to ensure that:

- Students meet the prerequisites and recommendations as outlined in the training class description.
- Students attend each training session at the set schedule and participate in training activities as directed by the instructor.
- Students will make themselves aware of and adhere to the KCGIS Center Training Facility policies related to health, safety, security, and emergencies.
- Students will not copy, in whole or in part, any copyrighted class material acquired during the class.
- The client may substitute a suitably qualified alternate for any student enrolled at any time up to commencement of the class, upon written notification to KCGIS staff.
- Client cancellations will be assessed a \$75 class cancellation fee to cover administrative processing costs. Cancellations must be received in writing by KCGIS Center staff no less than one week before the start of the class. Registered students who cancel with less than one week notice, or who fail to attend the class even though registered, will be billed for the full cost of the class.

KCGIS Center reserves the right to terminate the training class for any attendee it feels is not fit to attend.

**REGISTRATION AND PAYMENT:** The price for each King County GIS Center training class is published on the KCGIS Center website (see: <http://www.kingcounty.gov/services/GIS/Training/Prices.aspx>). KCGIS Center reserves the right to change the published training price at the beginning of each calendar year, or upon advance notice if costs change significantly at other times.

To register, a Training Registration form must be sent to the KCGIS Center as directed on the form.

Payment for King County employees is made by interfund transfer. Payment must be received no less than two weeks before the scheduled start date of class. Non-King County Government agencies must provide a check for the full amount of the training cost made out to the King County Finance Department. Payment by check must be received no less than two weeks prior to the scheduled class start date.

All students will receive a confirmation e-mail one week before each class.

**CANCELATIONS:** If the number of registered students is not adequate to justify the cost of presenting a class prior to the scheduled start date, the class will be canceled and rescheduled at a later date. All registered students will be notified immediately of any cancellations. If a class is canceled by KCGIS Center, registered students will be given the option to register in a future class or to receive a full tuition refund.

If, where notice has not been given but KCGIS Center is not able to start or continue a class as scheduled due to illness or unavoidable absence of the KCGIS Center instructor, or for any other reason beyond KCGIS Center's reasonable control, KCGIS Center will attempt to remedy the situation by either rescheduling the class or refunding tuition.

**NOTE:** King County GIS Center may include client names in future informational material, unless requested otherwise by client.

#### **CANCELLATION AND REFUND POLICY FOR USVA STUDENTS ONLY:**

The King County GIS Center agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

- 1. REGISTRATION FEE:** An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.
- 2. BREAKAGE FEE:** Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.
- 3. CONSUMABLE INSTRUCTION SUPPLIES:** Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.
- 4. BOOKS, SUPPLIES, AND EQUIPMENT**
  - a. The school will make a refund in full for the amount of the charge for unissued books, supplies, and equipment when:
    - The school furnishes the books, supplies, and equipment,
    - The school includes their costs in the total charge payable to the school for the course,
    - The veteran or eligible person withdraws or is discontinued before completing the course.
  - b. The veterans or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.

**5. TUITION AND OTHER CHARGES:** Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

**6. PROMPT REFUND:** In the event that the veteran, spouse, surviving spouse, or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 30 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.